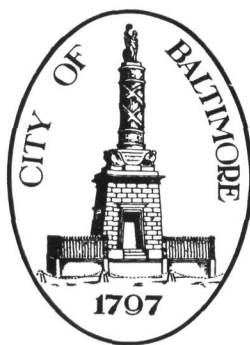


BRG 84-1-3-8

1965



C R C
CITY EMPLOYMENT
SURVEY



FEBRUARY 1965

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January 25, 1965

The Honorable Theodore R. McKeldin
Mayor of Baltimore
Maryland

Dear Mr. Mayor:


Pursuant to your request of April 1964, I am pleased to submit the findings of our in-depth study of employment practices within departments of Baltimore City.

Additionally, the Commission has included certain concerns raised by these findings, and offers recommendations for your consideration.

We appreciate your excellent cooperation in assisting us to obtain the responses from all departments. Similarly, we extend our thanks to the department heads.

The Commissioners join me in acknowledging the thoroughness of the job performed by its staff.

Sincerely yours,



H. Warren Buckler, Jr.
Chairman

Enclosure
HWB/gmf

BALTIMORE COMMUNITY RELATIONS COMMISSION

SURVEY

OF

CITY EMPLOYMENT

Shortly after Mayor Theodore R. McKeldin assumed office in 1963, he requested the Commission to study the employment pattern existing then in City government.

After several months the Commission's findings and recommendations, based on the information provided, were submitted to Mayor McKeldin. This report covered only the situation at that specific time. It did, however, mirror certain facts that required explanations which were not available due to the limited scope of the study. The Commission, therefore, was directed to conduct an "in depth" study to provide data regarding the City's employment policy, practices and patterns. Indeed, it might be added that all other facets of influence affecting this broad area of concern were to be evaluated on the basis of their impact. Included among the aforementioned would be practices in recruiting, screening, processing, hiring, up-grading, transfer and promotion by all employers within City government.

H. Warren Buckler, Jr., Esquire, CRC Chairman, in pursuance of the Mayor's directive, wrote the following letter to all department and bureau heads:

"In a previous letter dated April 18, 1964, Mayor Theodore R. McKeldin asked that each department and every employee of each department of municipal government cooperate fully and completely with the Baltimore Community Relations Commission in their efforts to conduct a thorough and detailed investigation of the hiring and promotional policies of the various agencies of Baltimore City government in an effort to determine:

(1) why certain departments have a seemingly unusually low ratio of non-white employees;

(2) why more than ninety per cent of all non-white employees in City government are employed in only five departments; and,

(3) why most of the positions held in these five departments are below the salary grade twenty-four.

"In the interest of Baltimore and all of its citizens, I ask your fullest cooperation in this effort to utilize all the talents and resources of the total Baltimore Community to the fullest possible extent."

The Commission's staff prepared the survey material, dividing it into three broad phases. They dealt with the following:

Present Situation

Promotional Practices

Recruitment Policies

Each phase specified approximately ten pertinent questions and was accompanied by a chart to be filled in, seeking additional information. Interviews were also conducted with department heads, where such was deemed advisable.

In most instances excellent cooperation was given. Much more time was required to supply available information within several departments than had been originally anticipated.

The following report represents information covering seventy-eight departments, bureaus, agencies and/or units of operation within City government, employing 15,921 persons. It does not include the 7,919 professionals within the Department of Education and the 3,519 employees of the Baltimore City Police Department, all of whom are paid by the City, for CRC lacks enforcement jurisdiction under the law governing its operation.

F I N D I N G S

Personnel Practices

The following is a compilation of responses from all City departments, bureaus and/or divisions to the questions as indicated relating to personnel practices:

QUESTION: When there is a vacancy in your department, how are your employees notified of this job opening?

Answer. The Civil Service Commission examination announcements are used by most departments to inform employees of job vacancies. These are placed on bulletin boards or circularized by staff memoranda. Other methods used are staff meeting, personal contact and verbal announcement.

QUESTION: Are any promotions in your department effected by any means other than going through the Civil Service Commission?

Answer. The majority of departments responded in the negative. Several Bureaus in the Department of Public Works stated that promotions within the laboring class are effected by other means.

QUESTION: What classifications can be filled in this manner?

Answer. (Refer to preceding answer.)

QUESTION: How do you fill these openings and what factors do you consider in selecting persons for the job?

Answer. Those departments responding to the first part of the question indicated that selections are made from Civil Service eligibility lists. The factors in selection noted most consistently were length of service, demonstrated ability, efficiency rating and qualifications and experience.

FINDINGS (Continued)

QUESTION: Do you now, or have you in the past, done any on-the-job training for the purpose of meeting immediate needs or in preparation for promotion?

Answer. Most departments indicated that some training was given but not specifically for promotional purposes. The Planning Commission and the Office of Director of the Department of Public Works stated that, in cooperation with Baltimore Junior College, they have an employee development program for pre-engineering training. The Department of Assessments has yearly training classes at University of Maryland. The Department of Education conducts summer workshops for personnel new to the custodial-engineer classes.

QUESTION: (1) How many persons in your department have had on-the-job training?
(2) How many persons have been up-graded as a result of on-the-job training?
(3) How many Negroes have had on-the-job training?
(4) How many Negroes have been up-graded as a result of on-the-job training?

Of the 78 City Departments, Bureaus and/or Divisions surveyed, 20 submitted no report, and 27 reported "none," in response to the above four questions; but it may be assumed that all new personnel receive some informal on-the-job training.

Of the 31 agencies reporting, 13 reported that all of their employees receive training and the remaining 18 indicated specific numbers of employees without classifying them. In answer to the second question, 5 agencies did not respond, 6 responded "none," 4 reported that all those receiving training were up-graded, while the remaining 16 indicated varying numbers of employees.

FINDINGS (Continued)

The third and fourth questions received insufficient responses to be meaningful unless, perhaps, you relate them to the total picture. The figure noted, a total of 193 Negroes receiving on-the-job training and a total of 26 being up-graded, would indicate that only 3.5% of the total number (5444) of Negroes within City employment received on-the-job training and that only .5% of the total number were up-graded.

Present Situation

Additional facts revealed by the survey point up the following in the "present situation":

About 58% of the Negro employees in classified positions (2514) are earning less than \$2,900 in wages paid by Baltimore City, whereas about 12% of white classified employees fall into this category. (\$3,000 and less has been termed a poverty wage by President Johnson.)

Although Negroes constitute 34.1% of the work force measured, there are none in 25 Departments, Bureaus, Agencies or Administrative Units out of 80, employing a total of 281 persons.

18 employ fewer than 10% out of a total of 953 persons

13 employ fewer than 15% out of a total of 3620 persons

9 employ 80% of all classified Negro employees.

FINDINGS (Continued)

There are Negroes in all classified grades one (1) through thirty-six (36). The trend of a decreasing percentage of Negroes in the intermediate and higher grades is dramatically demonstrated in the chart showing breakdown by salary range.

Grades 39, 40, and 41, for which the base salaries are \$8,220, \$8,640 and \$9,084 respectively, include a total of 169 employees, none of whom are Negro.

Grades 42, 43, and 44 include at least one Negro. Of a total of eighty-three (83) employees in these grades, only six (or 7.2%) are Negro.

There are no Negroes above Grade 44. All thirty-five (35) of the highest classified employees in the City of Baltimore (with a base salary of at least \$11,100) are white.

The highest classified position presently filled is Grade 52 with a base salary of \$15,600, an annual income \$5,040 above the highest grade held by a Negro.

CONCERNS

A review of the findings dealing with the "present situation" raises the following questions:

1. To what extent, if any, are the practices of the past, known to be discriminatory, operative in the present situation?
2. To what extent are Negro citizens availing themselves of employment opportunities with the City, consistent with their numbers?
3. How does the City through its recruitment sources, honestly and effectively, seek to tap the Negro labor market?
4. What system of selection may be established to prevent discrimination by an appointing officer?
5. What are some of the factors contributing to the absence of Negroes from employment in departments, bureaus, agencies, or administrative units of City government?
6. Why do we find Negro employees either constituting a small percentage of the total in certain pay grades or absent from the same?
7. What are some of the steps which may be taken in an effort to remedy the results of past practices?
8. How can we explain the apparent salary gap existing between the median class of Negro and white?
9. What are the reasons for the extremely high concentration of the vast majority of Negro employees in only a few departments, bureaus, agencies, and administrative units, and the sparsity of Negroes in the many others?
10. To what extent, if any, can the Department of Education more effectively contribute to the channeling of Negro applicants to City employment?
11. How does the Negro candidate's examination score, on an average, compare with that of the white applicant? What is the relationship to his present negative attitude toward testing in general?
12. Why are Negroes underemployed?
13. How might the colleges and schools improve their counselling and placement services?

CONCERNS (Continued)

14. In what ways can the City provide broader on-the-job training and retraining opportunities?
15. To what extent would improved communications between City government and the Negro communities assist in bridging the present gap?

CONCLUSIONS

Past discriminatory practices in recruiting, processing, screening, hiring, upgrading, transfer and promotion by persons within City government has served as a potent deterrent to the Negro citizen of Baltimore in his consideration of seeking career employment in the field of public service.

The survey itself neither proves that these practices have been entirely abolished, nor does it affirm the same. CRC knows that policy statements pointing up the requirements of the City Ordinance have been widely distributed throughout the entire work force. Although this is fact, there has been some difficulty in translating its provisions into practices.

The City's recruiting programs need re-examination and "overhauling." Methods employed two decades ago cannot begin to meet the current requirements. Lack of knowledge about present day opportunities places the prospective Negro employee at a serious disadvantage. It limits his job horizon, as he sees it.

Under the Civil Service rule of five, a person who is rated #5 on the Certified Eligible List, for example, may be selected instead of the others. This program has proven sound and adequate through the years where selections have been based solely on merit. However, when an appointing officer may choose one of five, discrimination is entirely possible unless extreme vigilance is practiced and evidence of fair employment becomes a continuing reality. These persons must be motivated by good conscience and guided by constant reminders of the necessity of full compliance with the firmly and clearly enunciated policy of merit employment. The terse comment "not selected", which is now the common method of reporting, should be replaced by a more detailed explanation and this should be periodically checked with the responsible officer by Civil Service personnel.

Discriminatory hiring and promotional practices have resulted in an underutilization of a substantial number of Negro workers. The absence of promotional opportunity, no matter what the training

CONCLUSIONS (Continued)

and/or educational background, has stifled the tapping of the Negro's skills and has blocked his advancement. Similarly, it has prevented the utilization of the best available talent irrespective of race. This is true in some departments more so than others. Where fair consideration has been practiced, larger numbers of Negroes are found in many salary grades. Those in which few Negroes are employed or large numbers are concentrated in the lower salary grades have certainly not evidenced an effective program of integration. In fact, there can be no justifiable denial of the present situation being the direct result of discriminatory practices based upon race.

The dialogue which has been going on between educators and the City, as an employer, has not resulted in an appreciable improvement in the following;

the stereotyped notions about the ability of the Negro to perform as well as any other employee commensurate with his skills as distinguished from his race

inadequate placement services in schools, due in part to the fact that teachers and counsellors, by and large, have not participated in orientation programs which afford them better opportunities to become more familiar with work situations in city employment, available to the youngsters they educate and in part to the fact that their work loads are excessively heavy and their resources and skills are diverted in other directions

the negative attitude of the Negro about testing in general, resulting from the fact that testing procedures have not always been used positively, where he was concerned, and his lack of exposure to organized testing programs sufficient to make him comfortable in such a situation where he is taking a qualifying written examination

RECOMMENDATIONS

Since the survey factually reveals that most Negro employees are concentrated in the lower grades of City government and that relatively few have broken through the invisible, but substantial, barrier to the middle and upper grades, the following is recommended, that -

1. Department heads be instructed by the Mayor to make an intensive survey of their personnel to seek out persons who have been "passed over" unfairly because of racial or religious discrimination - and a detailed report be submitted to him with copies to CRC by April 1, 1965, outlining the findings and contemplated steps to be taken to adjust such situations.
2. Surveys be conducted annually of those departments whose employment patterns reveal that equal employment opportunities for Negroes is far from a reality and the responsible officer of that department be required to initiate and effectuate a program of compliance, enlisting the active support of all personnel in attaining the removal of every vestige of discrimination in recruiting, hiring, training, promotion and upgrading.
3. Recruitment sources, specifically schools, employment agencies, employees and advertising media, when they are utilized, be emphatically informed that equal opportunity prevails for all citizens.
4. Educational and training institutions must disseminate more information reflecting in realistic terms the need for new skills resulting from automation and technological change and the ever broadening opportunities for the possessors of those skills to obtain employment.
5. A greater awareness must be exhibited by the Negro community through its encouragement of its youngsters to properly equip themselves for involvement in the employment mainstream and the thoughtful and cooperative support of those institutions programming to that end.
6. All segments of the total community must give support to positive programs, including changes in schools and counselling services, to provide through example - a clear demonstration of its pronouncements of equal opportunity for all - in order to re-establish for the Negro youth - in a meaningful way, their place in our society as citizens with full rights, privileges as well as responsibilities.

RECOMMENDATIONS (Continued)

7. More stringent requirements be established as to reasons for selection and rejection of candidates on certified eligible lists as published by the Civil Service Commission.
8. Information as to the racial characteristics of the work force be retained as a post-employment statistic thus expediting any future civil service review and audit.
9. The Negro community should accept the fact that every positive activity may represent an additional opportunity in the field of employment specifically, as well as an inroad to the improvement of better intergroup relations.
10. More effective instruction and broader experience be given to Negro youth in preparing them for written examinations.
11. City government with the cooperation of educational institutions establish the machinery for providing on-the-job and retraining opportunities for present and future employees.
12. The findings of this survey and its recommendations be transmitted, with appropriate letter, to all departments of City government and to the news media.

PRESENT SITUATION

PERCENTAGES OF NEGRO AND WHITE IN EACH DEPARTMENT

<u>DEPARTMENT</u>	<u>WHITE</u>	<u>NEGRO</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>% WHITE</u>	<u>% NEGRO</u>	<u>% OTHER</u>
ASSESSMENTS	53	3	1	57	93.0	5.3	1.7
AUDITS	26			26	100.0		
AVIATION	70	24	9	103	68.0	23.3	8.7
BAIL BOND LICENSE COMM'R.	1			1	100.0		
BALTO. CITY-A.A. CNTY. BD. ZONING APPEALS	1			1	100.0		
BALTIMORE MUSEUM OF ART	46	7		53	86.8	13.2	
CITY COUNCIL Financial Review	2			2	100.0		
CITY HOSPITALS	916	934	36	1886	48.6	49.5	1.9
CITY JAIL	98	85		183	53.5	46.5	
CIVIC CENTER COMMISSION	25	8		33	75.8	24.2	
CIVIL SERVICE COMMISSION	40	4		44	90.9	9.1	
CIVIL DEFENSE ORGANIZATION	8	1		9	88.9	11.1	
COMMISSION ON THE AGING	2			2	100.0		
COMMUNITY RELATIONS COMMISSION	6	4		10	60.0	40.0	
COMPTROLLER							
Executive Division	4			4	100.0		
Accounts & Disbursements	30	1		31	96.8	3.2	
Central Payroll Division	46		1	47	97.9		2.1
Cost Division	40	5		45	88.9	11.1	
Disability Compensation	11	1		12	91.7	8.3	
Harbor Master	5			5	100.0		
Machine Accounting	47			47	100.0		
Market & Comfort Station	3			3	100.0		
Municipal Post Office	7	2		9	77.8	22.2	
Municipal Telephone Exchange	19			19	100.0		
Office of Pres. B/E	1			1	100.0		
Purchases	48	7		55	87.3	12.7	
Real Estate Division	10			10	100.0		
Revenue Control Division	11	1		12	91.7	8.3	
Sub-Total - Comptroller	282	17	1	300	94.0	5.7	0.3
ECONOMIC DEVELOPMENT COMM.	2			2	100.0		
EDUCATION	1,085	2,082		3,167	34.3	65.7	
EMPLOYEES' RETIREMENT	17			17	100.0		

<u>DEPARTMENT</u>	<u>WHITE</u>	<u>NEGRO</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>% WHITE</u>	<u>% NEGRO</u>	<u>% OTHER</u>
FIRE DEPARTMENT	1891	250		2141	88.4	11.6	
HEALTH	383	184		567	67.6	32.4	
LAW DEPARTMENT	77	2		79	97.5	2.5	
LEGISLATIVE REFERENCE							
Records Management	9			9	100.0		
Library	26	7		33	78.8	21.2	
MAYOR'S ADVISE. COMMITTEE ON SMALL BUSINESS	2			2	100.0		
MUNICIPAL MUSEUM	3	2		5	60.0	40.0	
MUNICIPAL & ZONING APPEALS	6			6	100.0		
OFF-STREET PARKING COMM.	2			2	100.0		
ORPHAN'S COURT	1			1	100.0		
PEOPLE'S COURT	50	2		52	96.2	3.8	
PLANNING AND ZONING	39	5	2	46	84.7	10.9	4.4
POST MORTEM EXAMINERS	31	2		33	93.4	6.6	
PRATT FREE LIBRARY	421	150		571	73.8	26.2	
PUBLIC WELFARE	416	369	6	791	52.6	46.6	0.8
PUBLIC WORKS							
Office of Director	13	1		14	92.9	7.1	
Building Construction	49	1		50	98.0	2.0	
Building Inspection	192	28	1	221	86.8	12.7	0.5
Maintenance Division	206	24		230	89.6	10.4	
Highways	567	148		715	79.3	20.7	
Mechanical-Electrical	42	2		44	95.5	4.5	
Sanitation	852	458	4	1314	64.9	34.8	0.3
Sewers	377	144	1	522	72.4	27.6	0.2
Surveys	93	11	1	105	89.5	10.6	0.9
Tests	53	2	2	57	93.0	3.5	3.5
Transportation	74	9		83	89.2	10.8	
Water Supply	672	94		766	87.8	12.2	
Sub-Total - Public Works	3190	922	9	4121	77.4	22.4	0.2
RECREATION AND PARKS							
Administrative & Engineering	13			13	100.0		
Parks							
Administrative Division	9			9	100.0		
Baltimore Zoo	38	18		56	67.9	32.1	
Carroll	67	3		70	95.7	4.3	

<u>DEPARTMENT</u>	<u>WHITE</u>	<u>NEGRO</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>% WHITE</u>	<u>% NEGRO</u>	<u>% OTHER</u>
Clifton	87	10		97	89.7	10.3	
Construction Division	51	12		63	81.0	19.0	
Druid Hill	56	11		67	83.6	16.4	
Forestry	42		1	43	97.7		2.3
Gwynns Falls	55	7		62	88.7	11.3	
Horticultural	33	3		36	91.6	8.4	
Patterson	49	3	1	53	92.4	5.7	1.9
Stadium	28	1		29	96.6	3.4	
Recreation	87	167		254	34.2	65.8	
Music	79	66		145	54.5	45.5	
Sub-Total - Rec. & Parks	694	301	2	997	69.6	30.2	0.2
TRANSIT AND TRAFFIC	206	15		221	93.2	6.8	
TREASURER							
Municipal Securities	9			9	100.0		
Receipts	107	6		113	94.7	5.3	
URBAN RENEWAL & HOUSING	157	56	3	216	72.7	25.9	1.4
WAR MEMORIAL	6	2		8	75.0	25.0	
YOUTH COMMISSION	2			2	100.0		
 TOTALS	 10,408	 5,444	 69	 15,921	 65.5	 34.1	 0.4

PRESENT SITUATION

PERCENTAGES OF NEGRO AND WHITE IN EACH CLASSIFICATION

<u>GRADES</u>	<u>NUMBER IN EACH GRADE</u>			<u>TOTAL IN EACH GRADE</u>	<u>PER CENT IN EACH GRADE</u>		
	<u>White</u>	<u>Negro</u>	<u>Other</u>		<u>White</u>	<u>Negro</u>	<u>Other</u>
Unclassi- fied	965	227	37	1229	78.5	18.5	3.0
1	196	534		730	26.8	73.2	
2	90	352		442	20.4	79.6	
4	22	21		43	51.2	48.8	
5	9	78		87	10.4	89.6	
8	5	1		6	83.3	16.7	
9	2	3		5	40.0	60.0	
10	27	100		127	21.2	78.8	
11	25	63		88	28.4	71.6	
12	146	319	1	466	31.4	68.4	0.2
13	7	20		27	25.9	74.1	
14	6	22		28	21.4	78.6	
15	138	299		437	31.6	68.4	
16	57	72		129	44.2	55.8	
17	214	620	3	837	25.6	74.0	0.4
18	154	144		298	51.6	48.4	
19	74	65	6	145	51.1	44.8	4.1
20	304	110	1	415	73.3	26.5	0.2
21	449	205		654	68.6	31.4	
22	700	314	2	1016	68.9	30.9	0.2
23	207	71		278	74.5	25.5	
24	124	28		152	81.6	18.4	
25	314	34		348	90.2	9.8	
26	209	105	1	315	66.4	33.3	0.3
27	250	109		359	69.6	30.4	
28	1601	400	2	2003	80.1	19.9	(0.01)
29	310	52	1	363	85.4	14.3	0.3
30	382	62	3	447	85.4	13.9	0.7
31	120	30		150	80.0	20.0	
32	352	11	2	365	96.5	3.0	0.5
33	209	29	1	239	87.4	12.2	0.4
34	109	12	3	124	87.9	9.7	2.4

GRADES	NUMBER IN EACH GRADE			TOTAL IN EACH GRADE	PER CENT IN EACH GRADE		
	White	Negro	Other		White	Negro	Other
35	190	5		195	97.4	2.6	
36	113	31		144	78.5	21.5	
37	78	5	2	85	91.7	5.9	2.4
38	37	6		43	86.1	13.9	
39	100			100	100.0		
40	39			39	100.0		
41	30			30	100.0		
42	17	3		20	85.0	15.0	
43	34	2		36	94.5	5.5	
44	26	1		27	96.3	3.7	
45	5			5	100.0		
46	1			1	100.0		
47	6			6	100.0		
48	15			15	100.0		
50	7			7	100.0		
52	1			1	100.0		
Laorers 1932	879		4	2815	68.8	31.4	(0.01)
TOTALS 10,408	5444	69		15,921	65.5	34.1	0.4
CLASSI- 7511	4338	28		11,877	63.4	36.5	(0.02)
FIED							
LABORERS 2897	1106	41		4044	71.6	27.4	1.0
& UNCLASSI- FIED							

BREAKDOWN IN TOTAL CLASSIFIED GRADES
BY SALARY RANGE
(as determined by base salary)

<u>GRADES</u>	<u>SALARY RANGE</u>	<u>NO. OF EMPLOYEES</u>	<u>NO. OF WHITES</u>	<u>NO. OF NEGROES</u>	<u>OTHER</u>	<u>% W</u>	<u>% N</u>	<u>% O</u>
1-9	1,260-1,944	1,313	324	989		24.8	75.2	
10-17	2,052-2,892	2,139	620	1,515	4	28.9	70.9	0.2
18-23	3,036-3,828	2,806	1,888	909	9	67.4	32.3	0.3
24-28	4,008-4,848	3,177	2,498	676	3	78.6	21.3	0.1
29-42	5,088-9,552	2,344	2,086	246	12	89.0	10.5	0.5
43-52	10,044-15,600	98	95	3		96.9	3.1	

MEDIAN CLASS OF EMPLOYMENT

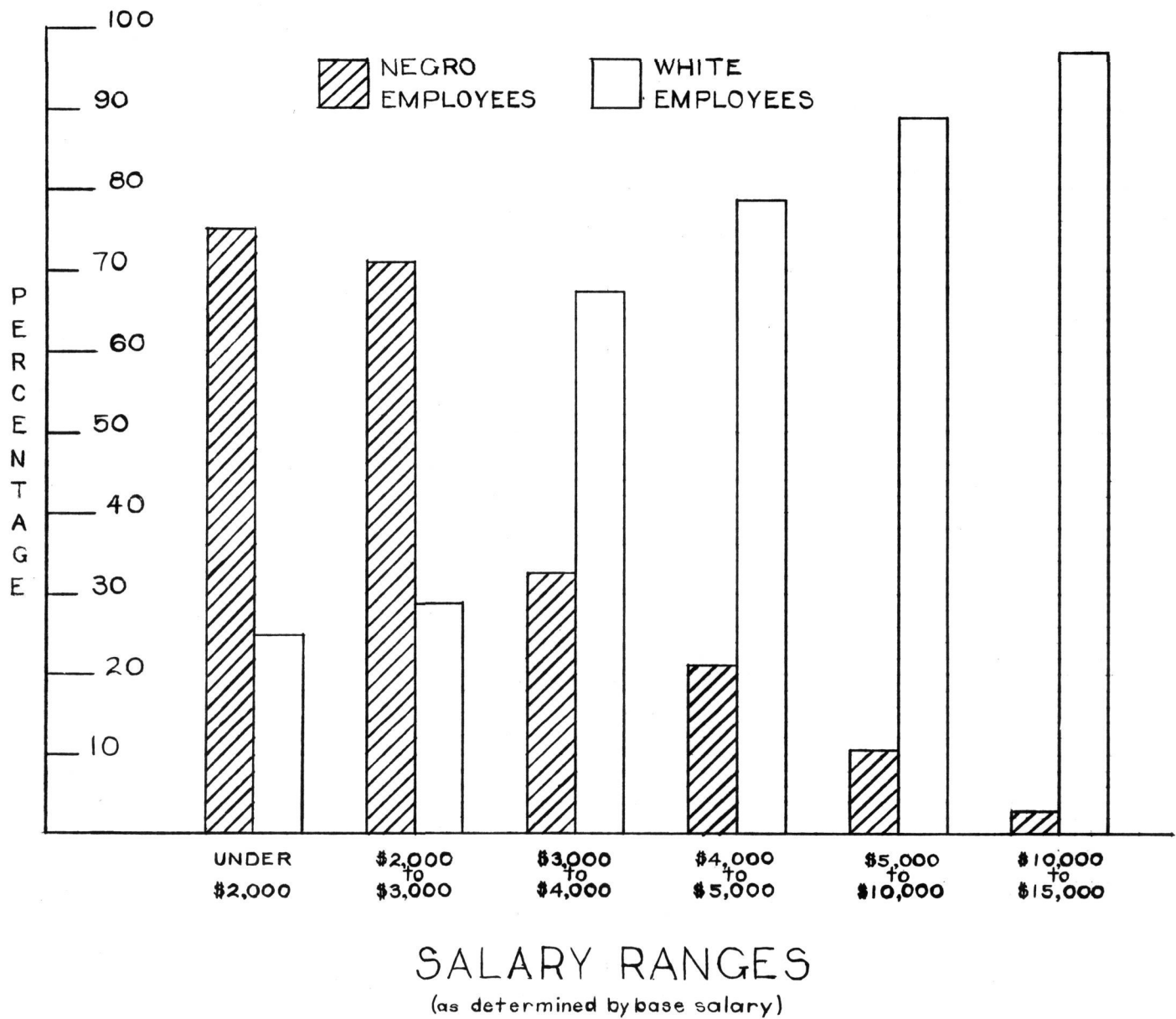
We recognize that statistically there can be no true median for discrete data such as the tabulation of classified employees by salary grade since these grades do not fall on a continuum. The tabulation of classified employees by salary grade falls into this category.

We have taken the liberty to use a concept which we call the "median class of employment," defined as: that grade of employment in the classified service of Baltimore City in which a subtotal of one-half of the total number of employees in a racial sub-group is reached, tabulating grade by grade beginning with the lowest (Grade 1).

<u>RACIAL GROUP</u>	<u>TOTAL</u>	<u>"MEDIAN CLASS"</u>	<u>BASE SALARY FOR MEDIAN CLASS</u>
Negro	4,338	Grade 17	\$ 2,892
White	7,511	Grade 28	\$ 4,848

Between the "typical" white and Negro employee in the classified service of Baltimore City there is an apparent "salary gap" of about \$2,000.

RACIAL BREAKDOWN OF CLASSIFIED EMPLOYEES BY SALARY RANGE



DEPARTMENT OF PUBLIC WORKS

SALARY RANGE BREAKDOWN							
<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>% W</u>	<u>% N</u>	<u>% O</u>
1-9	115	13		128	89.9	10.1	
10-17	67	13		80	83.8	16.2	
18-23	386	30	1	417	92.6	7.2	0.2
24-28	285	7		292	97.6	2.4	
29-42	465	17	4	486	95.7	3.5	0.8
43-52	8			8	100.0		
<hr/>							
TOTAL CLASSIFIED	1,326	80	5	1,411	94.0	5.7	0.3
UNCLASSI- FIED	191	38		229			
LABORERS	1,673	804	4	2,481			
<hr/>							
TOTAL UNCLASSI- FIED & LABORERS	1,864	842	4	2,710	68.8	31.1	0.1
<hr/>							
TOTAL EMPLOYEES	3,190	922	9	4,121	77.4	22.4	0.2

The Department of Public Works employs more people than any other branch of City government with the exception of the Department of Education which falls under State jurisdiction to a large degree. Public Works does all its hiring under City Civil Service procedures. Many of its employees work on a per diem basis. The categories of laborers and unclassified employees include truck drivers, cement finishers, heavy equipment operators, as well as heavy and light duty laborers. Only foremen and supervisors have

formally classified positions.

Although Public Works is the biggest department included in this survey, it has one of the poorest records in the employment of minority group members. Four Bureaus within the Department -- Sanitation, Water Supply, Highways, Sewers -- have more than five hundred employees each, most of whom are unclassified laborers. There are 2,710 laborers and unclassified employees in the entire Department, of whom 842 are Negroes. In a metropolitan area where the majority of unskilled laborers are Negro, the Department of Public Works has hired less than one Negro to every two white laborers.

In classified positions this Department has an even poorer record. There are nineteen classified white employees to every classified Negro in the entire Department. For positions paying less than \$2,000 per year the ratio is ten whites to every Negro. There are no Negroes who are classified foremen or in similar supervisory positions.

DEPARTMENT OF EDUCATION

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>% W</u>	<u>% N</u>	<u>% O</u>
1-9	193	949		1,142	16.9	83.1	
10-17	154	692		846	18.2	81.8	
18-23	335	301		636	52.7	47.3	
24-28	53	36		89	59.6	40.4	
29-42	37	7		44	84.1	15.9	
43-52	1			1	100.0		
TOTAL CLASSIFIED	773	1,985		2,758	28.0	72.0	
UNCLASSI- FIED	53	22		75	70.7	29.3	
LABORERS	259	75		334	77.6	22.4	
TOTAL EMPLOYEES	1,085	2,082		3,167	34.3	65.7	

The Department of Education has over eleven thousand employees, of whom almost eight thousand are in such professions as teaching, guidance and social work, and educational administration. There are 3,167 non-professional positions which come under the exclusive jurisdiction of City Civil Service. Only these employees are included in the survey.

Over three-fourths of the Negroes surveyed earn less than \$3,000 per year while less than half of the white non-professionals have annual incomes below this amount.

In the two upper levels of non-professional employment whites outnumber Negroes by almost a 5 to 1 margin. In the lowest two levels of employment, the reverse is true -- there are five Negroes to every one white. At the intermediate levels -- between \$3,000 and \$5,000 annually -- the number of white and Negro employees is almost equal.

FIRE DEPARTMENT

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>% W</u>	<u>% N</u>	<u>% O</u>
1-9							
10-17	1			1	100.0		
18-23	5			5	100.0		
24-28	1,259	241		1,500	83.9	16.1	
29-42	600	9		609	98.5	1.5	
43-52	8			8	100.0		
TOTAL CLASSIFIED	1,873	250		2,123	88.3	11.7	
UNCLASSI- FIED	18			18	100.0		
TOTAL EMPLOYEES	1,891	250		2,141	88.4	11.6	

The Fire Department employs over two thousand people and is the fourth largest employer among City agencies. Whites in the department outnumber Negroes by a seven to one margin. All but nine of the department's 250 Negroes are in the category of firefighter and have a beginning salary of less than \$5,000. Seven Negroes are in the ambulance service and two are fire lieutenants. There are no Negroes in all other categories of employment within the department.

One of every seven firefighters is a Negro; less than one out of a hundred fire lieutenants is a Negro. This great discrepancy results from the former policy of the department which was to select only white applicants for the position of firefighter. It will probably be many years before Negroes are proportionally represented among the ranks of Fire Department officers.

BALTIMORE CITY HOSPITALS

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>% W</u>	<u>% N</u>	<u>% O</u>
1-9	5	1		6	83.4	16.6	
10-17	246	591	1	838	29.4	70.6	0.1
18-23	276	222		498	55.4	44.6	
24-28	115	45		160	71.9	28.1	
29-42	143	40	1	184	77.8	21.7	0.5
43-52	26	1		27	96.3	3.7	
TOTAL CLASSIFIED	811	900	2	1,713	47.4	52.5	0.1
UNCLASSI- FIED	105	34	34	173	60.6	19.7	19.7
TOTAL EMPLOYEES	916	934	36	1,886	48.6	49.5	1.9

Baltimore City Hospitals is one of two branches of municipal government which has more Negro classified employees than white. Almost two-thirds of the classified Negroes, however, are in jobs paying less than \$3,000 per year, an income described by President Johnson as the border-line of poverty. In positions paying between \$3,000 and \$4,000 annually, there are slightly more whites than Negroes. Among those classified employees who earn over \$4,000, there are more than three whites to every Negro.

Unclassified employees at City Hospitals present a ratio of three whites to every Negro and to every person of an "other" racial background. Most of these employees are doctors or medical technicians.

DEPARTMENT OF PUBLIC WELFARE

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>% W</u>	<u>% N</u>	<u>% O</u>
1-9		3		3		100.0	
10-17	15	57	3	75	20.0	76.0	4.0
18-23	68	103	1	172	39.5	59.9	0.6
24-28	261	161	2	424	61.5	38.0	0.5
29-42	57	40		97	58.7	41.3	
43-52	1			1	100.0		
TOTAL CLASSIFIED	402	364	6	772	52.0	47.2	0.8
UNCLASSI- FIED	14	5		19	73.7	26.3	
TOTAL EMPLOYEES	416	369	6	791	52.6	46.6	0.8

The Department of Public Welfare has seven Negro classified employees to every eight whites. For classified positions under \$3,000 per year, custodial and beginning clerical, there are four Negroes to each white employee. In the category of upper-level clerical employees and caseworkers there are about three Negroes to every five whites. In those positions with a base salary of \$5,000 or more, supervisors and administrative personnel primarily, there are about two Negroes to every three whites. In providing higher paying City jobs for Negroes, the Department of Welfare is second only to the Bureau of Recreation. In general, those agencies which have daily contact with the City's people, both white and Negro, have gone farther in providing opportunities for the municipal Negro employee.

HEALTH DEPARTMENT

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>% W</u>	<u>% N</u>	<u>% O</u>
1-9							
10-17	11	48		59	18.6	81.4	
18-23	91	51		142	64.1	35.9	
24-28	113	47		160	70.7	29.3	
29-42	157	37		194	81.0	19.0	
43-52	11	1		12	91.7	8.3	
TOTAL CLASSIFIED	383	184		567	67.6	32.4	

One-third of the classified employees of the Health Department are Negro, the same proportion which exists in City wide classified employment. For jobs paying more than \$5,000 per year, however, the Health Department has about one Negro to every four whites while the City of Baltimore has an over-all record of one Negro to every nine white employees in this salary bracket.

Over half of the Negro employees in the Department are in classified positions paying less than \$4,000 per year. Less than one-quarter of the white classified employees are in similarly low paying positions.

Only at the highest echelon within the Health Department do Negroes fail to make up at least one-fifth of the employees within a salary range. The highest classified position filled by a Negro in City employment is in the Health Department.

ENOCH PRATT FREE LIBRARY

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>% W</u>	<u>% N</u>	<u>% O</u>
1-9		22		22		100.0	
10-17	27	20		47	57.5	42.5	
18-23	140	89		229	61.2	38.8	
24-28	44	5		49	89.8	10.2	
29-42	208	14		222	93.7	6.3	
43-52	2			2	100.0		
TOTAL CLASSIFIED	421	150		571	73.8	26.2	

The Enoch Pratt Free Library has a ratio of one Negro to every three white employees. One-half of the white employees earn more than \$5,000 per year. Less than one-tenth of the Negro classified employees of the Library have a yearly income above \$5,000.

In classified jobs, primarily custodial, which pay below \$2,000 per year, all the employees are Negro. For the grades in the range from \$2,000 to \$4,000 annually, mostly clerical and similar positions, about two-fifths of the classified employees are Negro. Only five of forty-nine jobs which pay between \$4,000 and \$5,000 per year are held by Negroes. In those jobs paying more than \$5,000 per year -- practically all of which require a professional degree, Master of Library Science -- there are fifteen whites to every Negro. A possible contributing cause to the paucity of Negro librarians is that no school in Maryland offers the M.L.S. degree. For professional training a potential librarian must go at least as far as Washington or Philadelphia.

SURVEY OF CITY DEPARTMENTS RE: MINORITY GROUP EMPLOYMENT

PART II - PAGE 3 OF 4

CITY DEPARTMENT	VACANCIES				NEW POSITIONS REQUESTED IN 1964				PROMOTIONS 1958-1963			RECRUITMENT POLICIES AND IN-SERVICE TRAINING	
	Class.	Spe.	Cler.	Lab.	Class.	Spe.	Cler.	Lab.	Lower-Higher Grade				
	Sv.	Skls.			Sv.	Skls.			W	N	Other		
ORPHANS' COURT													
PEOPLE'S COURT	2 (granted 11/6/63)				8 (5 allowed including 2 allowed 11/6/63)				1			CSC	
PLANNING & ZONING	5	4	1						23	2		CSC - Special training at IBM; engi- neering subjects offered thru DPW	
POST MORTEM EXAMINERS	2				2				3	1		CSC	
PRATT FREE LIBRARY		35		2		18		3	179	68		Promote from within - MDES; Placement Sv., Dep. of Edu.; graduate schools- On-the-job training for clericals; Training program for college grads.	
PUBLIC WELFARE													
PUBLIC WORKS												CSC - Recruitment also thru Pers. Officer, Paul W. Bigbee - In-service training coop. w/Balto. Jr. College	
Office of Director									1				
Bldg. Construction									49				
Bldg. Inspection	16	10	6		2	2			107	14			
Maintenance Div.	2								29	1			
Highways	56	49	7						160	44			
Mech.-Elec. Svs.	2	1	1					2	42	1			
Sanitation	1				1				318	157			
Sewers	44	1	4		8				296	123			
Surveys	13	13							80	8			

SURVEY OF CITY DEPARTMENTS RE: MINORITY GROUP EMPLOYMENT

PART II - PAGE 4 OF 4

CITY DEPARTMENT	VACANCIES				NEW POSITIONS REQUESTED IN 1964				PROMOTIONS 1958-1963			RECRUITMENT POLICIES AND IN-SERVICE TRAINING	
	Class. Sv.	Spe. Skls.	Cler.	Lab.	Class. Sv.	Spe. Skls.	Cler.	Lab.	Lower-Higher Grade				
									W	H	Other		
PUBLIC WORKS (Cont'd)													
Tests	5	5			3	3			39	1			
Transportation									35	3			
Water Supply	23	37	7	6	1				191	10			
RECREATION & PARKS													
Adm. & Eng. Divs.	3								3				CSC
Recreation	11	9	1	1	25	17	1	7	29	79			CSC
Music													CSC
TRANSIT & TRAFFIC	12	8	2		8	5	1		79	2			CSC
TREASURER													
Municipal Securities									2				CSC - Promote from within
Receipts	10				1				20				CSC
URBAN RENEWAL & HOUSING													
W. R. MEMORIAL								1	1				
YOUTH COMMISSION									1				CSC
ZONING COMMISSION	1	1			1				2				CSC

SURVEY OF CITY DEPARTMENTS
RE: MINORITY GROUP EMPLOYMENT

Following are the percentages of the total numbers of City employees according to race, in each City department:

TOTAL NO. Of EMPLOYEES	DEPARTMENT	% WHITE	% NEGRO	% OTHER
55	ASSESSMENTS	94.5	3.6	1.8
26	AUDITS	100.		
129	AVIATION	76.7	18.6	4.7
1	BAIL BOND LICENSE COM'R.	100.		
78	BALTIMORE MUSEUM OF ART	88.5	11.5	
19	CITY COUNCIL	89.5	10.5	
	Financial Review	100.		
1, 631	CITY HOSPITALS	44.	56.	
174	CITY JAIL	68.4	31.6	
37	CIVIC CENTER COMMISSION	75.7	24.3	
21	CIVIL DEFENSE ORGANIZATION	95.2	4.8	
45	CIVIL SERVICE COMMISSION	93.3	6.7	
1	COMMISSION ON THE AGING	100.		
	COMPTROLLER			
4	Executive Division	100.		
24	Accounts & Disbursements	95.8	4.2	
50	Central Payroll Division	98.		2.
45	Cost Division	91.1	8.9	
12	Disability Compensation	91.7	8.3	
3	Harbor Master	100.		
34	Market & Comfort Stations	79.4	20.6	
9	Municipal Post Office	77.8	22.2	
19	Municipal Telephone Exch.	100.		
53	Purchases	84.6	15.4	
14	Real Estate Division	100.		
12	Revenue Control Division	100.		
4	EQUAL OPPORTUNITY COMMISSION	75.	25.	
3	ECONOMIC DEVELOPMENT COMM.	100.		
2,364	EDUCATION	36.3	63.7	
15	EMPLOYEE'S RETIREMENT	100.		
2,109	FIRE DEPARTMENT	88.9	11.	
809	HEALTH	66.7	33.3	

TOTAL NO. Of EMPLOYEES	DEPARTMENT	% WHITE	% NEGRO	% OTHER
74	LAW DEPARTMENT	97.3	2.7	
9	LEGISLATIVE REFERENCE			
4	Records Management	100.		
	Library	100.		
5	MUNICIPAL MUSEUM	60.	40.	
11	MUNICIPAL & ZONING APPEALS	100.		
1	OFF-STREET PARKING COMM.	100.		
1	ORPHANS' COURT	100.		
53	PEOPLE'S COURT	98.1	1.9	
58	PLANNING AND ZONING	87.9	10.3	1.7
34	POST MORTEM EXAMINERS	94.1	5.9	
558	PRATT FREE LIBRARY	70.3	29.7	
	PUBLIC WELFARE			
	PUBLIC WORKS			
10	Office of Director	90.9	9.1	
53	Building Construction	100.		
244	Building Inspection	88.5	11.1	.4
206	Maintenance Division	92.2	7.8	
703	Highways	79.7	20.3	
190	Mechanical-Electrical	93.2	6.8	
1,316	Sanitation	64.9	34.8	.3
515	Sewers	71.8	28.2	
54	Tests	94.4	1.9	3.7
121	Surveys	90.	9.	1.
82	Transportation	87.8	12.2	
761	Water Supply	88.2	11.8	
	RECREATION AND PARKS			
10	Administrative & Engineering	100.		
302	Recreation	28.5	71.5	
157	Music	51.6	48.4	
216	TRANSIT AND TRAFFIC	92.6	7.4	
	TREASURER			
9	Municipal Securities	100.		
107	Receipts	96.3	3.7	

<u>TOTAL NO.</u> <u>of</u> <u>EMPLOYEES</u>	<u>DEPARTMENT</u>	<u>% WHITE</u>	<u>% NEGRO</u>	<u>% OTHER</u>
	URBAN RENEWAL & HOUSING			
9	WAR MEMORIAL	77.8	22.2	
2	YOUTH COMMISSION	100.		
8	ZONING COMMISSION	87.5	12.5	
13,685	PERCENTAGE OF THE TOTAL NUMBER OF CITY EMPLOYEES	67.3	32.6	.1
	MEDIAN PERCENT	92.6	7.4	

DEPARTMENT OF PUBLIC WELFARE

<u>Classified</u> - White.	205
Negro.	141
Other.	2
<u>Laborer</u> - - - Negro.	<u>5</u>
TOTAL.	353

BURHA

<u>Classified</u> - White.	82
Negro.	36
Other.	1
<u>Laborer</u> - - - Negro.	12
<u>Unclassified</u> - White.	<u>2</u>
TOTAL.	133

DEPARTMENT OF THE COMPTROLLER

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>% W</u>	<u>% N</u>	<u>% O</u>
1-9							
10-17	27	1		28	96.4	3.6	
18-23	160	14		174	92.0	8.0	
24-28	32			32	100.0		
29-42	49		1	50	98.0		2.0
43-52	8			8	100.0		
TOTAL CLASSIFIED	276	15	1	292	94.6	5.1	0.3
UNCLASSI- FIED	6	2		8	75.0	25.0	
TOTAL EMPLOYEES	282	17	1	300	94.0	5.7	0.3

The Department of the Comptroller is composed of fourteen separate offices under the City Comptroller's direction. Of 300 employees in the entire department, only seventeen are Negroes, all of whom earn between \$2,000 and \$4,000 per year. Twelve of the seventeen are in just two sub-divisions - Purchases and the Cost Division.

There are ninety employees within the department in positions with a base pay of \$4,000 or more. None of these people are Negro. Most of the offices in the department are located in the Municipal Building. As a general rule those City offices located in the Municipal Building have a poorer record in the hiring of minority group individuals than those offices dispersed about the City.

DEPARTMENT OF RECREATION AND PARKS

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>% W</u>	<u>% N</u>	<u>% O</u>
1-9	2			2	100.0		
10-17	23	61		84	27.4	72.6	
18-23	70	19		89	78.6	21.4	
24-28	35	46		81	43.2	56.8	
29-42	55	59		114	48.3	51.7	
43-52	3			3	100.0		
TOTAL CLASSIFIED	188	185		373	50.4	49.6	
UNCLASSI- FIED	506	116	2	624	81.1	18.6	0.3
TOTAL EMPLOYEES	694	301	2	997	69.6	30.2	0.2

BUREAU OF RECREATION

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>% W</u>	<u>% N</u>	<u>% O</u>
1-9	2			2	100.0		
10-17	5	52		57	8.8	91.2	
18-23	28	10		38	73.7	26.3	
24-28	14	46		60	23.3	76.7	
29-42	37	59		96	38.5	61.5	
43-52	1			1	100.0		
TOTAL CLASSIFIED	87	167		254	34.2	65.8	

The Department of Recreation and Parks presents a picture which is misleading on the surface. To perceive the present employment situation accurately the Bureau of Recreation must be considered separately.

Recreation and Parks combined has an almost equal number of Negro and white classified employees. The Bureau of Recreation, however, has twice as many Negro classified employees as white. In positions paying more than \$5,000 annually the Bureau of Recreation has fifty-nine Negro employees and thirty-eight white employees; the Bureau of Parks has twenty-one employees above this salary and no Negroes.

Within the Bureau of Parks there are more than six hundred unclassified employees, primarily laborers. There are more than eight white laborers in the parks system to every Negro. The Division of Forestry has thirty-eight white unclassified employees and no Negroes.

DEPARTMENT OF TRANSIT AND TRAFFIC

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>% W</u>	<u>% N</u>	<u>% O</u>
1-9							
10-17	3	2		5	60.0	40.0	
18-23	105	12		117	89.8	10.2	
24-28	56			56	100.0		
29-42	39	1		40	97.5	2.5	
43-52	1			1	100.0		
TOTAL CLASSIFIED	204	15		219	93.1	6.9	
UNCLASSI- FIED	2			2	100.0		
TOTAL EMPLOYEES	206	15		221	93.2	6.8	

The Department of Transit and Traffic has only fifteen Negro classified employees among a total of 219. Of those 122 employees earning less than \$4,000 per year only about ten percent are Negro. For the classified grades 24 through 28 (having an annual salary of between \$4,000 and \$5,000) all fifty-six employees are white. Forty of forty-one employees who earn more than \$5,000 per year are white.

BALTIMORE URBAN RENEWAL AND HOUSING AGENCY

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>% W</u>	<u>% N</u>	<u>% O</u>
1-9							
10-17		4		4		100.0	
18-23	31	25		56	55.4	44.6	
24-28	31	5		36	86.1	13.9	
29-42	71	14	2	87	81.6	16.1	2.3
43-52	5	1		6	83.4	16.6	
TOTAL CLASSIFIED	138	49	2	189	73.0	25.9	1.1
UNCLASSI- FIED	19	7	1	27	70.5	25.8	3.7
TOTAL EMPLOYEES	157	56	3	216	72.7	25.9	1.4

One-fourth of the classified employees of the Baltimore Urban Renewal and Housing Authority are Negro. This same ratio exists for unclassified employees.

Just about one-half of those classified positions which pay under \$4,000 per year are held by Negroes. Approximately one-seventh of those jobs which pay between \$4,000 and \$5,000 annually are held by Negroes. About one-sixth of those classified employees who earn between \$5,000 and \$10,000 annually are Negro. Of the six employees in BURHA who earn over \$10,000 per year one is a Negro.

BALTIMORE CITY JAIL

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>% W</u>	<u>% N</u>	<u>% O</u>
1-9							
10-17							
18-23	3	5		8	37.5	62.5	
24-28	75	79		154	48.7	51.3	
29-42	20	1		21	95.2	4.8	
43-52							
TOTAL CLASSIFIED	98	85		183	53.5	46.5	

Slightly less than one-half of the classified employees of the Baltimore City Jail are Negro. Over one-half of those jail employees who earn less than \$5,000 annually are Negro. Of the twenty-one employees who are paid more than \$5,000 per year, however, only one, the Chief Plant Operator, is a Negro.

There are 148 correction matrons and officers, all of whom are in a salary scale with a base pay of \$4,404. More than half of these employees - seventy-seven - are Negro. There are twelve correction lieutenants and five correction captains, all of whom are white. The warden and assistant warden are also white. Chiefly because of lack of seniority - a direct result of the past practices of discrimination in hiring - there are no Negroes in the upper levels of authority within the Jail.

DEPARTMENT OF THE TREASURER - BUREAU OF RECEIPTS

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>% W</u>	<u>% N</u>	<u>% O</u>
1-9							
10-17	3			3	100.0		
18-23	70	6		76	92.1	7.9	
24-28	26			26	100.0		
29-42	7			7	100.0		
43-52	1			1	100.0		
TOTAL CLASSIFIED	107	6		113	94.7	5.3	

The Bureau of Receipts, Department of the Treasurer, has one of the poorest records of minority group employment. Only five percent of its classified employees are Negro. All six Negroes in the Bureau of Receipts earn less than \$4,000 per year. Seventy-three white employees also earn under this amount. All of the thirty-four employees in the Bureau who earn more than \$4,000 annually are white.

DEPARTMENT OF AVIATION

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>% W</u>	<u>% N</u>	<u>% O</u>
1-9							
10-17		3		3	100.0		
18-23	6	18	7	31	19.4	58.0	22.6
24-28	7		1	8	87.5		12.5
29-42	53	3	1	57	93.0	5.2	1.8
43-52	4			4	100.0		
TOTAL CLASSIFIED	70	24	9	103	68.0	23.3	8.7

The Department of Aviation has over one hundred employees and is responsible for staffing Friendship Airport. Somewhat more than one-fifth of its employees are Negro; slightly less than one-tenth are "others", specifically, Puerto Rican. Twenty-one of the twenty-four Negroes and seven of the nine Puerto Ricans earn under \$4,000 per year and have jobs of a custodial nature. Only six of the seventy white employees earn under this amount. Over eighty percent (81.4) of the white employees earn more than \$5,000 per year. Only three Negroes and one "other" are included in the grades which annually pay more than \$5,000.

MARCH 1968

REPORT OF EMPLOYMENT BREAKDOWN
BY RACE OF COMPANIES
HOLDING CITY CONTRACTS

The Community Relations Commission has completed its first report on an ongoing study of minority employment in companies holding supply and service contracts with the City of Baltimore. The investigation was initiated by the Commission last fall. The interim figures include all companies that were awarded contracts between the period from July 1, 1967 to October 19, 1967.

The Commission's statistics show that minority groups, especially Negroes, are under represented in white collar and skilled craftsmen jobs, and heavily concentrated in unskilled laboring jobs.

A long-standing Commission concern in this area helped to pave the way for a Board of Estimates resolution adopted last month which will require all contracts let by the city to contain a statement of compliance with the local fair employment law.

The Commission sent questionnaires to 240 companies. 205 firms, representing 103,255 employees, replied, reporting a total of 7,014 or 6.79% minority group employees. When unskilled workers are not counted, the total number of minority group employees shrinks considerably.

160 of the companies surveyed are based in the Baltimore Metropolitan Area. Specific employment figures for minority groups in these local businesses are as follows:

Company Officials and Managers	2.85%
Professionals	2.77%

Technicians	4.23%
Sales Personnel	22.94%
Office & Clerical Workers	5.93%
Craftsmen	6.39%
Machine Operators	33.03%
Laborers	57.69%
Service Workers	58.68%

The picture gets considerably worse when out-of-town firms are included.* Figures for minority group employees in both local and out-of-town companies are:

Companies Officials & Managers	1.63%
Professionals	4.12%
Technicians	4.45%
Sales Personnel	4.50%
Office & Clerical Workers	2.13%
Craftsmen	5.34%
Semi-skilled Machine Operators	13.84%
Laborers	15.22%
Service Workers	20.44%

In the top four categories, 90% of the companies surveyed have no minority group personnel at all. In other words, 10% of the firms hire 100% of the minority group employees at the managerial, professional, technical and sales levels.

* See the attached tables which give more detailed statistics about minority group employment in local firms as well as in local and out-of-town companies combined.

A breakdown of the statistics by city department does not reveal any significant differences except in the case of companies under contract to the Bureau of Recreation. 55% of the workers in these firms are Negroes, but since the companies are involved primarily with construction, landscaping, and maintenance, much of their work force is in the unskilled category, and such low-paying jobs have traditionally been filled by minority group personnel.

A tabulation of the figures by type of industry is attached hereto. This Commission is particularly concerned that despite the existence of fair employment legislation, equal employment practices are not apparent in most of these companies. Jerry L. Woods, Chief of the Commission's Compliance Division which conducted the survey, characterizes the statistics as "quite dismal".

"There is hardly a company represented in this report which is doing an effective job of offering equal employment opportunities," he said. "If we are to make the number of minority group employees the criterion for rating acceptable fair employment practices, we will be forced to choose not the best company, but the 'least poor,'" he commented. Mr. Woods feels it is imperative that an effective affirmative-action program be planned to indicate to these companies that their employment of minority groups must improve if they are to remain eligible to bid for city contracts in the future.

In the past, this Commission has observed that while many companies would not object to hiring qualified Negroes on the

professional and managerial levels, few actually go out of their way to recruit them. In this regard, the Commission would suggest that many competent, well-educated Negroes can be found through the job placement services at Morgan State College, Coppin State College, Howard University, and other predominantly Negro institutions.

In order to achieve true equal employment, it is necessary to actively seek minority group employees. Many Negroes are hesitant about seeking a job commensurate with their ability because they do not realize, nor would the statistics reported above indicate, that equal employment opportunity actually exists.

EMPLOYEES OF ALL COMPANIES REPORTING

JOB CATEGORIES	Total Number of Employees	Total # of Minority Group Employees	% of Minor- ity Group Employees
Officials and Managers	11,230	183	1.63%
Professionals	7,420	306	4.12%
Technicians	7,087	316	4.45%
Sales Workers	13,995	630	4.50%
Office and Clerical	22,745	486	2.13%
Craftsmen (Skilled)	9,646	515	5.34%
Operatives (Semi-skilled)	20,110	2,784	13.84%
Laborers (Unskilled)	8,794	1,339	15.22%
Service Workers	2,226	455	20.44%
TOTAL	103,255	7,014	6.79%

EMPLOYEES OF REPORTING COMPANIES
IN THE BALTIMORE METROPOLITAN AREA

<u>Officials and Managers</u>	Total Employees:	1,120
	Minority Employees:	32
White		
Minority		(2.85%)
<u>Professionals</u>	Total Employees:	469
	Minority Employees:	13
White		
Minority		(2.77%)
<u>Technicians</u>	Total Employees:	519
	Minority Employees:	22
White		
Minority		(4.23%)
<u>Sales Workers</u>	Total Employees:	1,922
	Minority Employees:	441
White		
Minority		(22.94%)
<u>Office and Clerical</u>	Total Employees:	1,787
	Minority Employees:	106
White		
Minority		(5.93%)
<u>Craftsmen (Skilled)</u>	Total Employees:	2,719
	Minority Employees:	174
White		
Minority		(6.39%)
<u>Operatives (Semi-skilled)</u>	Total Employees:	3,663
	Minority Employees:	1,210
White		
Minority		(33.03%)
<u>Laborers (Unskilled)</u>	Total Employees:	1,157
	Minority Employees:	667
White		
Minority		(57.69%)
<u>Service Workers</u>	Total Employees:	167
	Minority Employees:	98
White		
Minority		(58.68%)

EMPLOYEES OF ALL COMPANIES REPORTING
(IN AND OUT-OF-TOWN COMPANIES)

<u>Officials and Managers</u>	Total Employees:	11,230
	Minority Employees:	183
White		
Minority		(1.63%)
<u>Professionals</u>	Total Employees:	7,420
	Minority Employees:	306
White		
Minority		(4.12%)
<u>Technicians</u>	Total Employees:	7,089
	Minority Employees:	316
White		
Minority		(4.45%)
<u>Sales Workers</u>	Total Employees:	13,995
	Minority Employees:	630
White		
Minority		(4.50%)
<u>Office and Clerical</u>	Total Employees:	22,745
	Minority Employees:	486
White		
Minority		(2.13%)
<u>Craftsmen (Skilled)</u>	Total Employees:	9,646
	Minority Employees:	515
White		
Minority		(5.34%)
<u>Operatives (Semi-skilled)</u>	Total Employees:	20,110
	Minority:	2,784
White		
Minority		(13.84%)
<u>Laborers (Unskilled)</u>	Total Employees:	8,794
	Minority Employees:	1,339
White		
Minority		(15.22%)
<u>Service Workers</u>	Total Employees:	2,226
	Minority Employees:	455
White		
Minority		(20.44%)

EMPLOYEES OF REPORTING COMPANIES
IN THE BALTIMORE METROPOLITAN AREA

JOB CATEGORIES	Total Number of Employees	Number of Minority Group Employees	% of Minor- ity Group Employees
Officials and Managers	1,120	32	2.85%
Professionals	469	13	2.77%
Technicians	519	22	4.23%
Sales Workers	1,922	441	22.94%
Office and Clerical	1,787	106	5.93%
Craftsmen (Skilled)	2,719	174	6.39%
Operatives (Semi-skilled)	3,663	1,210	33.03%
Laborers (Unskilled)	1,157	667	57.69%
Service Workers	167	98	58.68%
TOTAL	13,523	2,763	20.43%

BALTIMORE COMMUNITY RELATIONS COMMISSION
210 North Calvert Street
Baltimore, Maryland 21202

REPORT (PART II) OF EMPLOYMENT BREAKDOWN BY RACE
OF COMPANIES HOLDING CITY CONTRACTS

This is the second and final report of a study being conducted by the Baltimore Community Relations Commission to determine the extent of minority group representation in companies holding supply and service contracts with the City of Baltimore. All companies that were awarded contracts between October 25, 1967 and December 20, 1967 are covered in this report. The first report covered awards made between July 5, 1967 and October 18, 1967. Also included in the second report are companies that supply copyright materials to the Baltimore City Public Schools and that are on an approved list to receive contracts in excess of two thousand dollars a year.

The statistics repeat the picture, presented in the first report, of under-representation of minority groups, especially Negroes, in white collar jobs and skilled trades and of a heavy concentration of minority persons in unskilled laboring jobs.

Survey questionnaires were sent to 199 companies. One hundred and eighty-one companies, having a total of 73,497 employees, replied and reported a total of 7,126 or 9.69% minority group employment. This means that companies included in the second survey have a 2.90% greater minority employment than the companies covered in the first survey.

Although still insignificant, the increase is accounted for in the job categories of technician and office and clerical.

Specific employment figures for minority groups represented in the two reports are as follows:

<u>Job Category</u>	<u>First Group Report</u>	<u>Second Group Report</u>
Officials and Managers	1.63%	2.28%
Professionals	4.12%	3.26%
Technicians	4.45%	6.83%
Sales Workers	4.50%	1.67%
Office and Clerical	2.13%	10.05%
Craftsmen	5.34%	5.16%
Semi-skilled Operators	13.84%	15.47%
Unskilled Laborers	15.22%	25.82%
Service Workers	20.44%	36.53%

The 9.00% minority group employment figure for the 80 copyright companies, reporting a total of 49,595 employees, does not differ from other reporting industries. Seventy-six of the companies are located in the Northern, Midwestern and Western United States. Figures for minority group employees are:

Officials and Managers	2.08%
Professionals	3.48%
Technicians	8.86%

Sales Workers	1.63%
Office and Clerical	11.09%
Craftsmen	3.92%
Semi-skilled Operators	16.96%
Unskilled Laborers	17.01%
Service Workers	27.48%

There is not the heavy concentration of minority group employees in the last three job categories, and this is likewise true of all minority group employment figures of out-of-town companies in comparison with firms located in Metropolitan Baltimore.

However, the over-all employment figure for minority groups in Baltimore business firms is 22.35%, as compared to 9.25% for out-of-town firms. The specific minority group figures by job category for the 62 local and 119 out-of-town firms covered in the second report are as follows:

<u>Category</u>	<u>Metropolitan Baltimore</u>	<u>Out-of-Town</u>
Officials and Managers	3.26%	2.24%
Professionals	0.00%	3.27%
Technicians	29.41%	6.71%
Sales Workers	4.62%	1.48%
Office and Clerical	4.86%	10.21%
Craftsmen	13.16%	4.53%

<u>Category</u>	<u>Metropolitan Baltimore</u>	<u>Out-of-Town</u>
Semi-skilled Operators	33.52%	14.52%
Unskilled Laborers	62.46%	22.96%
Service Workers	52.57%	35.60%

The total survey included 347 companies that were awarded contracts for supplies and services by the Board of Estimates on departmental recommendations for the period from July 5, 1967 to December 20, 1967. The study also included ninety-two firms that are on an approved list to receive contracts to supply copyright materials to the Baltimore Public Schools. An amount of \$11,726,988.00 was involved in these awards.

Of the 439 firms sent questionnaires, 386 responded. Of the fifty-three companies that did not submit reports, a number refused on the basis that they were members of Plans for Progress and/or required to file the Federal EEO-1 Report Form.

Less than 1% of the companies surveyed have minority group employees, particularly Negroes, at all levels of management and labor. 57.5% of the total number of minority personnel reported are employed in the job categories of Semi-skilled Operators, Unskilled Laborers, and Service Workers, while only 10.15% are at the managerial, professional and technical levels. Even when minority persons are found in top-level jobs in any one company, that number becomes insignificant when compared to

the total number of employees; for example, one copyright company had a total of nineteen minority group employees (10 of whom were Negro) out of a total of 528 employees in the job category of officials and managers. Numerous examples could be given, but they would merely repeat what has already been shown throughout the study of a lack of fair representation of minority groups in white collar and skilled craftsmen jobs and a lack of affirmative action follow-through to assure the recruitment, employment and promotion of minority group persons in these job areas.

/bld

JOB CATEGORIES	FIRST REPORT (Contract Award Period - July 5, 1967 -- October 18, 1967)								
	ALL COMPANIES REPORTING (205)			BALTO. METRO. AREA (160 companies)			OUT-OF-TOWN (45 companies)		
	Tot. No. of Emp.	Tot. No. of Min. Grp. Emp.	% of Min. Grp. Emp.	Tot. No. of Emp.	Tot. No. of Min. Grp. Emp.	% of Min. Grp. Emp.	Tot. No. of Emp.	Tot. No. of Min. Grp. Emp.	% of Min. Grp. Emp.
Officials & Managers	11,230	183	1.63%	1,120	32	2.85%	10,110	151	1.49%
Professionals	7,420	306	4.12%	469	13	2.77%	6,951	293	4.21%
Technicians	7,087	316	4.45%	519	22	4.23%	6,568	294	4.47%
Sales Workers	13,995	630	4.50%	1,922	441	22.94%	12,073	189	1.56%
Office and Clerical	22,745	486	2.13%	1,787	106	5.93%	20,958	380	1.81%
Craftsmen (skilled)	9,646	515	5.34%	2,719	174	6.39%	6,927	341	4.92%
Operatives (semi-skilled)	20,110	2,784	13.84%	3,663	1,210	33.03%	16,447	1,574	9.57%
Laborers (unskilled)	8,794	1,339	15.22%	1,157	667	57.69%	7,637	672	8.79%
Service Workers	2,226	445	20.44%	167	98	58.68%	2,059	357	17.33%
TOTALS	103,253	7,104	6.79%	13,523	2,763	20.43%	89,730	4,251	4.73%

JOB CATEGORIES	SECOND REPORT (Contract Award Period - October 25, 1967 -- December 20, 1967)								
	ALL COMPANIES REPORTING (181)			BALTO. METRO. AREA (62 companies)			OUT-OF-TOWN (119 companies)		
	Tot. No. of Emp.	Tot. No. of Min. Grp. Emp.	% of Min. Grp. Emp.	Tot. No. of Emp.	Tot. No. of Min. Grp. Emp.	% of Min. Grp. Emp.	Tot. No. of Emp.	Tot. No. of Min. Grp. Emp.	% of Min. Grp. Emp.
Officials & Managers	6,959	159	2.28%	245	8	3.26%	6,714	151	2.24%
Professionals	7,466	244	3.26%	25	0	0.00%	7,441	244	3.27%
Technicians	3,337	228	6.83%	17	5	29.41%	3,320	223	6.71%
Sales Workers	7,511	126	1.67%	454	21	4.62%	7,057	105	1.48%
Office and Clerical	24,981	2,511	10.05%	329	16	4.86%	24,652	2,495	10.12%
Craftsmen (skilled)	5,928	306	5.16%	433	57	13.16%	5,495	249	4.53%
Operatives (semi-skilled)	10,715	1,658	15.47%	534	179	33.52%	10,181	1,479	14.52%
Laborers (unskilled)	4,829	1,247	25.82%	349	218	62.46%	4,480	1,029	22.96%
Service Workers	1,771	647	36.53%	97	51	52.57%	1,674	596	35.60%
TOTALS	73,497	7,126	9.69%	2,483	555	22.35%	71,014	6,571	9.25%

TOTAL EMPLOYMENT AND TOTAL MINORITY GROUP EMPLOYMENT FIGURES *of certain selected industries*

JOB CATEGORY	CCNSTRUCTION MATERIALS		MOTORS AND PARTS		MOVING AND HAULING		PUB. SERV. TRANSP.		OFF. EQPT. & SUPPLIES		OIL DEALERS		PRINTING FIRMS		TOOLS	
	Tot. Emp.	M.G.E.	Tot. Emp.	M.G.E.	Tot. Emp.	M.G.E.	Tot. Emp.	M.G.E.	Tot. Emp.	M.G.E.	Tot. Emp.	M.G.E.	Tot. Emp.	M.G.E.	Tot. Emp.	M.G.E.
Officials and Managers	176	1	29	5	15	3	110	4	58	4	16	---	36	---	48	---
Professionals	37	---	2	1	1	---	5	---	3	---	1	---	11	---	5	---
Technicians	30	2	1	---	---	---	1	---	3	---	1	---	11	2	3	---
Sales Workers	23	---	46	3	3	---	479	391	136	6	35	---	17	---	86	1
Office and Clerical	170	1	36	1	6	1	139	7	140	21	69	2	65	6	113	8
Craftsmen (skilled)	168	37	76	4	20	6	209	13	50	10	84	---	173	---	9	---
Operatives (semi-skilled)	639	135	33	15	77	21	1346	604	51	28	50	9	157	23	49	17
Laborers (un-skilled)	293	220	7	7	40	30	76	31	31	13	4	1	16	4	28	10
Service Workers	10	6	7	---	1	---	8	1	12	7	6	2	9	8	8	3
TOTALS	1546	402	237	36	163	61	2373	1051	484	89	266	14	495	43	349	39

JOB CATEGORIES	<u>COMBINED REPORT</u> ALL COMPANIES REPORTING					
	FIRST REPORT (205 Companies)		SECOND REPORT (181 Companies)		COMBINED REPORT (3856 Companies)	
	Total Number of Employees	% of Minority Group Employees	Total Number of Employees	% of Minority Group Employees	Total Number of Employees	% of Min. Grp. Emp.
Officials & Managers	11,230	1.63%	6,959	2.28%	18,189	1.88%
Professionals	7,420	4.12%	7,466	3.26%	14,886	3.69%
Technicians	7,087	4.45%	3,337	6.71%	10,424	5.21%
Sales Workers	13,995	4.50%	7,511	1.67%	21,506	3.51%
Office and Clerical	22,745	2.13%	24,981	10.05%	47,726	6.27%
Craftsmen (skilled)	9,646	5.34%	5,928	5.16%	15,574	5.27%
Operatives (semi-skilled)	20,110	13.84%	10,715	15.47%	30,825	14.41%
Laborers (unskilled)	8,794	15.22%	4,829	25.82%	13,623	18.98%
Service Workers	2,226	20.44%	1,771	36.53%	3,997	27.57%
TOTALS	103,253	6.79%	73,497	9.69%	176,750	8.00%

JOB CATEGORIES	COMBINED REPORT			
	ALL COMPANIES REPORTING			
	Baltimore Metropolitan Area (222 Companies)		Out-of-Town (164 Companies)	
	Total Number of Employees	% of Minority Group Employees	Total Number of Employees	% of Minority Group Employees
Officials & Managers	1,365	2.93%	16,824	1.79%
Professionals	494	2.63%	14,392	3.73%
Technicians	536	5.03%	9,888	5.22%
Sales Workers	2,376	19.44%	19,130	1.53%
Office & Clerical	2,116	5.76%	45,610	6.34%
Craftsmen (skilled)	3,152	7.32%	12,422	4.74%
Operatives (semi-skilled)	4,197	33.09%	26,628	11.46%
Laborers (unskilled)	1,506	58.76%	12,117	14.03%
Service Workers	264	56.43%	3,733	25.52%
TOTAL	16,006	20.72%	160,744	6.73%